



## Chapter 7 –Platting

### Purpose

The City of Wichita requires virtually all property be platted before a building permit is issued. Platting involves the division of land into lots and blocks and the establishment of any required setbacks easements and rights-of-way. A plat is recorded as a permanent legal document that includes both a legal description of the property, as well as a diagram drawn to scale that depicts a beginning point, and dimensions for all features (lots, blocks, easements, rights-of-way, reserves) intended to be placed on the property being divided. The intent of platting is to provide a readily accessible and easily understandable public record of the property's size and shape. Property that has been platted can be easily transferred between interested parties and provides a potential owner with some assurance the property is most likely legally developable for the uses for which it is zoned.

### Subdivision Regulations

Subdivision regulations establish the size and shape of lots, internal and external traffic circulation patterns, location of easements, rights-of-way and reserves. The purpose of platting is to ensure property is divided into sensible and reasonable patterns for the intended use; streets and other public improvements are either available or planned to serve the proposed development, as well as adjacent properties; consistent minimum design standards are established; and interested parties have an opportunity to

review and comment on the proposed layout. The Metropolitan Area Planning Department (MAPD) is responsible for administering the City of Wichita and Sedgwick County's subdivision processes, and for maintaining the *Wichita-Sedgwick County Subdivision Regulations (W/SCSR)*. These regulations and their associated application instructions and forms are available from the MAPD or can be found on-line at the city's website. The W/SCSR apply to all property located within the city limits of Wichita, and to most of Sedgwick County. The cities of Mulvane, Derby, Haysville and Valley Center have subdivision authority separate from W/SCSR for land located just outside each of those cities' limits. Platting of properties located in Sedgwick County, but falling under one of those cities' subdivision authority, would be processed by the applicable community and not by MAPD. Maps showing who has platting jurisdiction for any given property are available from MAPD.

Plats submitted for review under the *Wichita-Sedgwick County Subdivision Regulations* are reviewed by staff, sent to the Metropolitan Area Planning Commission's (MAPC) Subdivision Committee, considered by the full MAPC, and then by the governing body.

## **Types of Plats**

An applicant has two types of plats from which to choose. On more complicated projects or projects involving larger numbers of lots, one may want to use the preliminary plat and final plat process. This approach requires a preliminary plat be filed, reviewed and approved by the Subdivision Committee. The preliminary plat is followed by a final plat that is filed and reviewed.

The applicant has the option of submitting a sketch plat prior to the preliminary plat, however, a sketch plat is no longer required.

## **Preliminary Plats**

Preliminary plats show the general lot configuration, street layout and topography of the site. The preliminary plat must demonstrate that the overall subdivision concept is consistent with code minimums. The applicant is provided a copy of the staff report prior to review by the MAPC's Subdivision Committee. Applicants and other interested parties are given an opportunity to comment on the proposed plat. The Subdivision Committee can approve, deny or defer action on a plat. If approved, the applicant is authorized to develop a final plat.

## **Final Plats**

Final plats must conform with the approved preliminary plat. The final plat is often more detailed than the preliminary containing exact locations and dimensions for all items depicted on the plat, including dedication language for all easements, rights-of-way and reserves. The plat also contains space for required signature blocks. Final plats are reviewed and approved by the Subdivision Committee as described in the preliminary plat section.

## **One-Step Plats**

One-step plats contain the same information as outlined in the preliminary plat and final plat sections above. Final plats or one-step plats are reviewed for final approval by the full MAPC. MAPC may approve, disapprove or defer a plat. Denials generally only occur when a plat clearly does not comply with minimum requirements. Deferrals generally occur in order to obtain more information. Once a one-step or final plat is approved, the applicant is authorized to prepare a mylar tracing to be sent on to the governing body for final acceptance and approval.

## **Filing the Application**

Applications, instructions and schedules for plats can be filed with the Metropolitan Area Planning Department (MAPD) located in Wichita's City Hall, 10<sup>th</sup> floor, 455 N. Main Street, on any business day between 8:00 a.m. and 5:00 p.m. Instructions, applications and schedules are also available on the city's web site.

## **Step 1- Signage**

Platting applicants must post signs indicating proposed platting, which are available from MAPD, 13 days prior to the meeting of the Subdivision Committee.

## **Step 2- Subdivision Committee Review**

MAPD staff review all plats and develop a staff report that contains comments regarding the plat's layout and its compliance with the regulations. MAPD staff incorporate comments from all other City and County departments and agencies charged with reviewing plats (Traffic, City Water and Sewer and City and County Engineering), the Street Name and Address Committee and utility companies (electric, gas, telephone and cable utilities). The staff report is provided to the applicant, and used by the Subdivision Committee to evaluate the plat. The Subdivision Committee is made of seven members of the MAPC. The Subdivision Committee is responsible to ensure the proposed plat complies with minimum Subdivision Regulation requirements. Among the items reviewed are:

- Is the property properly zoned for the intended use, and does the plat reflect the zoning and intended use?
- Is the application consistent with Comprehensive Plan guidelines?
- Does the plat contain a sound, well-conceived lot and block layout consistent with accepted land planning, drainage and site engineering design principles?
- Is the spacing and design of proposed intersection and driveway locations consistent with adopted access management guidelines?
- What dedications and guarantees for both on-site and off-site improvements are needed?

## **Process Improvement Points**

Before you begin, do your research! Know the zoning and uses allowed on your property. Determine how you may access your property from adjacent roads, how water drains onto and off your property and whether there are utilities to serve the property.

Speak with Planning Department staff early in the process to ensure the feasibility of your project. This will save you time and money.

When the Subdivision Committee completes its review, it will recommend conditions of approval. Typically the Committee completes its review in one meeting. It is expected the applicant will then comply with conditions of approval or if there is a disagreement regarding conditions, the applicant can appeal the recommendation to the full Planning Commission.

### **Step 3- Planning Commission Meeting**

The Planning Commission consists of 14 appointed citizens who typically meet on Thursdays of the first full week and the third week of the month. Unless there are specific items concerning the plat that need to be discussed, plats are placed on the consent agenda and the Commission does not discuss each application. If a plat needs to be discussed individually, staff will make a brief presentation and then the applicant will be given time to discuss the case. If present, individuals who may be interested in the case but not associated with the application are also given time to comment. Presentations should speak directly to the issues and be as concise as possible. Commission members may ask questions at the end of presentation. After all testimony is presented, the Commission will take action. The Commission typically approves cases subject to conditions contained in the staff report with any additions or deletions discussed at the hearing. Rarely the Commission may deny a plat for failure to comply with minimum requirements. The Commission can continue a case for additional study. All actions taken by the Planning Commission are final. There is not an opportunity to appeal a plat to the governing body. However, plats containing dedications of rights-of-way or easements are sent to the governing body for acceptance.

### **Step 4- Governing Body Meeting**

Upon approval by the Planning Commission the applicant resubmits the plat to MAPD in compliance with all required conditions. Upon staff review and execution by the Planning Commission, the plat is forwarded to City Council for all city plats and plats located within three miles of Wichita's city limits. The governing body will consider final or one-step plats that have been recommended for approval by the Planning Commission. Plats are generally placed on the governing body's consent agenda. The Council does not typically take public comment regarding plats as they receive the minutes of the Planning Commission that contain any discussion held at the Commission's meeting.

### **Process Improvement Points**

The City does allow for citizens to suggest their own street names, which should be indicated on the plat. The Street Name and Address Committee reviews the suggested names and makes the final decision.

### **Step 5- Recording of a Plat**

Once the plat is approved and executed by City Council, MAPD releases the plat to the applicant for recording with the Register of Deeds. For county plats, the plat is released to the applicant for scheduling before the County Commission. Upon consideration by the County Commissioners, the plat is recorded with the Register of Deeds.

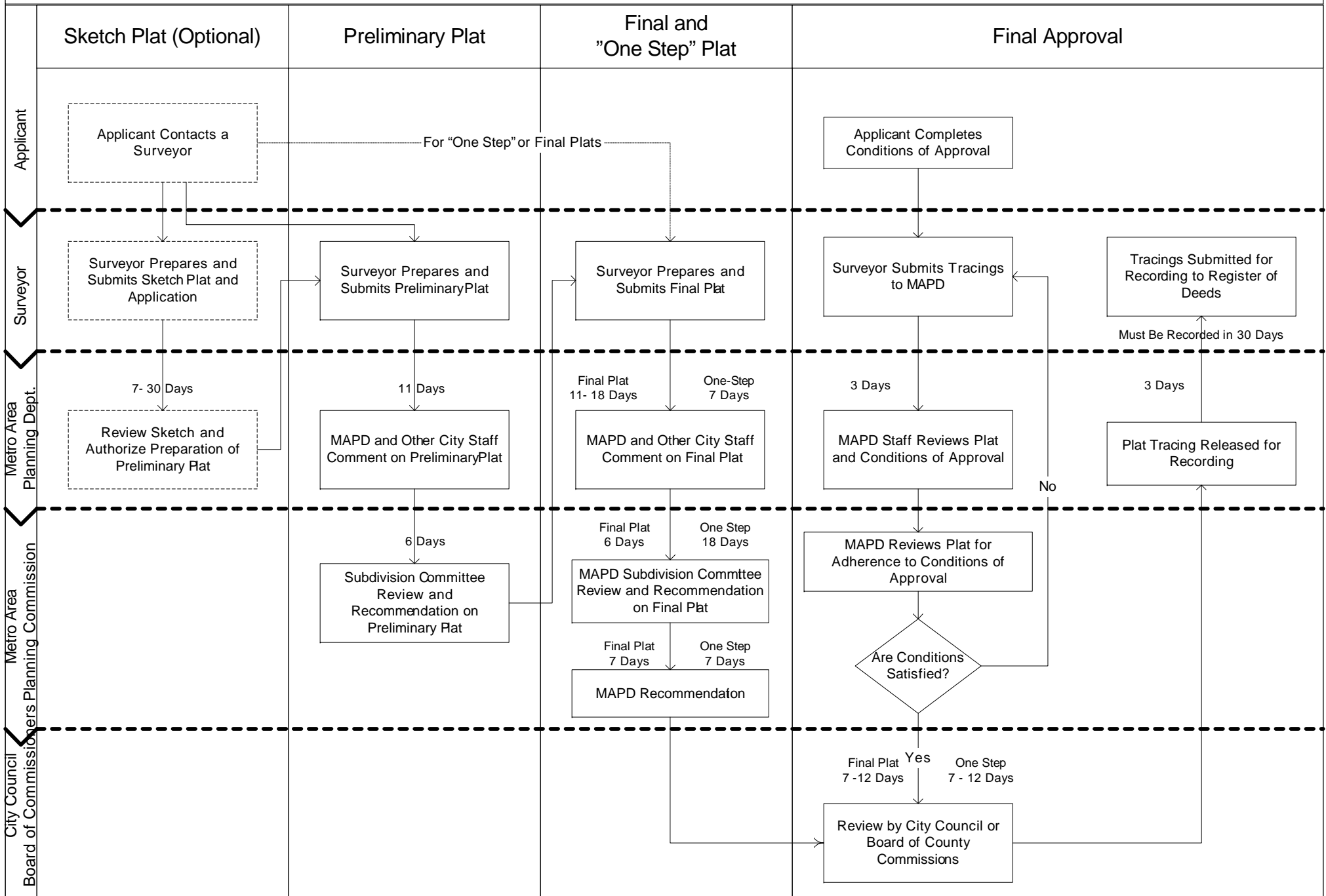
### **Step 6- Fees Payment**

Financial guarantees or petitions for public improvements (on-site or off-site) may be required to be submitted prior to approval of the plat. City of Wichita Department of Public Works or Sedgwick County Department of Public Works shall be contacted for more information.

### **Process Improvement Points**

Be sure to plan ahead.  
Building permits will not be issued and any other public improvement will not be allowed until a plat is recorded.

# WICHITA-SEDGWICK COUNTY PLATTING PROCESS



Denotes Optional Step in Process